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18.11.22

**AFSANA KHARAL**

Land Tenure Specialist UNFAO  
afee\_kharal@yahoo.com

**Dated: 16<sup>th</sup> November, 2022**

**Re: Application for the post of Social Development Specialist Karachi Mobility Project (SMTA)**

Dear Madam/Sir,

Please accept this letter as an expression of my interest in the Social Development Specialist Karachi Mobility Project (SMTA), Government of Sindh Karachi.

I am applying for this position as my academic background in Social Sciences with experience of working in FAO has equipped me with a knowledge base that will enable me to execute this job effectively. As a diligent and result-oriented person, I have the ability to work independently and take initiatives to get the needed results. My experience in FAO while working with communities and various stakeholders would also assist me to successfully fulfill the requirement of this position.

Through my experience working with existing project in FAO, I gained valuable knowledge in:

- Develop and implement the guidelines and protocols focusing on inclusion of most vulnerable and marginalized communities and groups particularly with gender mainstreaming.
- Design and develop data collection, assessment and survey tools and studies.
- Ensure that the interests, needs and priorities of both women and men are taken into consideration, recognizing the diversity of different groups of women and men at all levels i.e. planning, monitoring and evaluation.
- Conduct field monitoring visit to assess the quality and process of on-going project activities at field level and provide supportive supervision to field teams.
- Prepare various programmatic reports and inform management on issues, risks and nonconformities for necessary corrective measures.
- Coordinate closely with all relevant departments/sections and project partners for various project activities i.e., seminars, workshops and training events.
- Facilitated training on women protection Laws in Pakistan
- Developed the manual on Gender Violence against women (VAW) and how to access to justice
- Developed and Facilitated Environmental and Social Management Plan (ESMP)
- Development of a Grievance Redress Mechanism
- Experience and in-depth knowledge of Environmental and Social Safeguard standards
- Preparing guidelines, capacity building of field staff on ESMF compliance monitoring and Grievance Redress Mechanism (GRM)
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**Technical Skills:**

- Experience in designing and implementing project activities
- Full understanding of social and environmental safeguards and risk management
- Knowledge related to compliance, safeguarding and due-diligence requirement of FAO
- Ability to design data collection, conducting surveys and FGDs
- Confident and ability to communicate with people at all levels
- Ability to deal with sensitive and occasional distressing issues
- Strong Analytical and report writing skills

- Ability to design GRM

I would appreciate you taking out the time to review my application for this position.

Thank you very much for your consideration

Sincerely,



Afsana Kharal

Land Tenure Specialist

UNFAO

# Resume of Afsana Kharal

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## Personal Info: Afsana Kharal

DOB: May 5th ,1980  
Opposite Honda palace Muhammad Bux Shoro Goth near  
Mubbashir school of excellence  
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## Summary:

Ms. Afsana Kharal has a social sciences background with a Master's degree in Social Sciences from University of Sindh. Ms. Afsana having exposure and experience of working in development sector for 13 years with extensive experience of managing different projects to ensure inclusion of most vulnerable and marginalized groups in rural areas of Sindh. She has contextual understanding of Social Protection system and also have understanding issues related to social exclusion in Pakistan specially in Sindh. She has unique experience to implement Land Tenure Program with specific focus on inclusion of women sharecroppers under FAO project. She has Strong external representation towards stakeholders and forums at relevant meetings and events:

She is passionate about working for marginalized groups with a strong commitment to advancing social and gender justice. A passionate advocate and a voice to end gender-based violence especially against women. She strongly believes in diversity and gender equality for organizations and societies and working on these issues with different organizations on Gender equality, women empowerment, Agriculture, Poverty alleviation, food security, human rights, and advocacy.

## Education: 1997 to 2001

Masters in Social Sciences (Philosophy) University of Sindh Jamshoro

## Education: 2018 to 2022

Bachelor of Law

## Accomplishments:

- ❖ Write-up on Program experience around land tenure, lease and taxation systems, with a focus on gender under Chapter 8. Governance, legal framework and institutional capacity of CCA 2020 on the platform of UN FAO.
- ❖ Facilitated training on women protection Laws in Pakistan
- ❖ Developed the manual on Gender Violence against women (VAW) and how to access to justice
- ❖ Established community level women institutes (Development Organizations) for implementation of project activities to achieve results
- ❖ Wrote articles on gender issues in local news papers
- ❖ Became the part Sindh Water Management Ordinance amendments on women inclusion in water resource management form Strengthening Participatory Organization (SPO) platform

## **Working Experience:**

### **Land Tenure specialist- Food Agriculture Organization United states (UNFAO)**

*September 16, 2020 to Date*

#### **Major Responsibilities:**

- ❖ Lead in roll out of the VGGT strategy formulated for Sindh province by raising awareness amongst key stakeholders and building capacity of the policy makers, practitioners, academia and civil society organizations
- ❖ Identify champions and engage with them for highlighting the land tenure governance challenges in the province
- ❖ Advocate for adoption of strategic actions to strengthen the land tenure governance system in the province, based on evidence and using sound policy development and consultation methods
- ❖ Review the local capacities for the management of natural resources and suggest measures to reduce conflicts emanating from land and water and other natural resources
- ❖ Analyze the research conducted on existing landlord and tenant relationship and explore opportunities for promoting equitable, transparent and balanced arrangements which improves trust and reduces vulnerabilities on both sides
- ❖ Work for ensuring effective compliance of VGGT framework developed for Sindh
- ❖ Supervise and coordinate signing of agreements between landlords and haris and its effective compliance.
- ❖ Assist stakeholders in resolving grievances and disputes
- ❖ Advocate with the government agencies and civil society organizations to initiate measures to improve the land tenure arrangement with special focus on haris.
- ❖ Regularly update FAO Pakistan senior management on any operational constraints, progress to date
- ❖ Perform the other task related women inclusion in the tenancy process and women access to land
- ❖ The incumbent will ensure strict adherence to the UNDSS security procedures and advisory and perform any additional security related task on voluntary basis as required by the Supervisor

#### **Additional Task:**

### **Gender Focal Point Sindh- Food agriculture Organization (UNFAO)**

- ❖ Support the work of the gender units /gender specialists
- ❖ Coordination with senior management regarding the GFP plan
- ❖ Coordination with Govt departments to identify the Gender focal point for the future intervention of women inclusion and recruitments in Govt department with Collaboration of UN women
- ❖ Designed and moderated the UN FAO panel discussions on GBV
- ❖ Lead person to run the FAO Provincial campaign of 16 Days activism
- ❖ Provision of regular information, including good practice examples, guidelines and tools based on the learnings and findings during the mission
- ❖ Collect, analyze and disseminate on a regular basis, statistics on the representation of women in the projects
- ❖ To provide a holistic picture of the representation of women in the work of the department.
- ❖ To support team to focus the women inclusion in program activities on grass root level
- ❖ Develop and implement the guidelines and protocols focusing on inclusion of most vulnerable and marginalized communities and groups particularly with gender mainstreaming.

- ❖ Develop knowledge resources and relevant documentation on how marginalization in policies, planning, resource allocation and institutional focus affects vulnerable groups.
- ❖ Design and develop data collection, assessment and survey tools and studies to find-out the causes of social exclusion.
- ❖ Develop analytical tools and methodologies for analysis of datasets to prepare policy recommendations and guide project-specific actions for inclusive and sustainable engagement of vulnerable groups.
- ❖ Design and propose activities to tackle the social exclusion issues and ensure that most vulnerable segment of population is included in rural areas of Sindh.
- ❖ Ensure that the interests, needs and priorities of both women and men are taken into consideration, recognizing the diversity of different groups of women and men at all levels i.e., planning, monitoring and evaluation.
- ❖ Coordination with senior management about the reporting of the activities in gender context
- ❖ Reporting of Provincial projects gender activities to gender Unit
- ❖ Develop Concept notes of international women day, 16 days activism
- ❖ Facilitation and moderation of provincial virtual events

### **Program Officer- SPO Hyderabad**

*October 2019 to September 15, 2020*

#### **Major Responsibilities:**

- ❖ Work closely with Program Manager and field team to sensitize communities on land tenure governance, Land Champions, raising awareness, policy makers, practitioners, academia, civil society organizations and other project activities.
- ❖ Capacitate beneficiaries and other stakeholders such as Livestock and agriculture departments and policy makers on land holding rights and food security.
- ❖ Identify and train the community leaders (activists) to highlight the issues related with land holding rights and food security in targeted areas.
- ❖ Facilitate field teams and communities on asset management and its decisions at community level.
- ❖ Supervise and coordinate signing of agreements between landlords and haris and its effective compliance.
- ❖ Work closely with M&E team to design, conduct and analyze the research around project outcome/results.
- ❖ Campaign with the government departments and civil society organizations to for ensuring operationalization of existing policies regarding land-holding rights.
- ❖ Prepare reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation

### **Program Officer Capacity building, M&E with additional Charge of Project Coordinator- FP & RH at SPO Hyderabad**

*Dec 2008 to January 2015*

#### **Duties and Responsibilities:**

- ❖ Develop a common M&E strategy (incl. result-based monitoring) for all project activities.
- ❖ Support implementation through regular field visits and monitoring of processes
- ❖ Prepare and support project/program audits and donor evaluation
- ❖ Specific tasks
- ❖ Review and monitor program implementation process against work plans and as per the performance monitoring plan

- ❖ To supervise the day-to-day operations of the project, guided by the project document and coordinator, providing any necessary amendments to ensure smooth performance.
- ❖ To conduct progress and process monitoring to make sure the business of the project is conducted in an efficient manner.
- ❖ Guide and help project management in decision making and management of project
- ❖ Develop all formats for project activities
- ❖ Conduct monitoring visits and reviews of Project activities
- ❖ Provide facilitation to Field staff and assistance to project management
- ❖ Provide technical trainings to project teams for planning of new projects i.e. development of implementation plans, log frame and results etc
- ❖ Collect, document, process and disseminate information, lessons, success stories, best practices, experiences and knowledge developed by PSWS and local communities; and providing technical assistance for development of tools , database etc.
- ❖ Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities.
- ❖ Review reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation

#### **Major Responsibilities as Project Coordinator FP & RH:**

- ❖ Identification and assessment of local partners (NGOs/CBOs) on the basis their implementation capacity to establish partnership for implementation of projects in field of FP/RH and Advocacy.
- ❖ Build the program and financial management, implementation and monitoring capacity of partner organization for effective implementation of projects.
- ❖ Prepare the monthly and quarterly plans of the field teams and regular follow up with the field teams to ensure the effective implementation of project activities as per planning;
- ❖ Design and conduct the TOTs for the project staff to undertake the community mobilization activities of the project;
- ❖ Regularly keep track on implementation status and share the progress with the Head Office and Donor
- ❖ Ensure that the project is being implemented in accordance to the financial and programmatic rules and regulation of the Packard Foundation and SPO
- ❖ Develop the training material for training of the implementation partners (CBOs)
- ❖ Participate in process of development of the gender sensitive training module and develop the key indicators for successful training event and trainer
- ❖ To Organize and conduct the TOT for project staff and facilitate the training of the CBOs or IPs
- ❖ To coordinate the overall cycle of trainings for partner organizations
- ❖ To observe the Training of Trainers conducted under the project for the CBOs.
- ❖ Identify the gaps in training and share the feedback with resource persons and training coordinator for improvement in quality
- ❖ To facilitate & monitor the field activities of Field Workers/ volunteers
- ❖ On job coaching and guidance of project staff and CBOs for monitoring and supervision of the activities
- ❖ Compile a comprehensive report of each training event;
- ❖ To coordinate with partners at field level
- ❖ To coordinate project activities of project on FP and RH



### **Additional work as a member of Regional Gender committee:**

- ❖ To facilitate or coordinate the development and/or implementation of a gender action plan
- ❖ To give technical support for the inclusion of gender issues in programs/projects
- ❖ To build the capacity of partner organizations on women protection laws
- ❖ To identify the needs of colleagues for information and training in gender mainstreaming and obtaining relevant documents and training material or gender trainers
- ❖ To address the gender issues on the platform of SPO gender core committee

### **Lead person of SPO women Program on equal social status and quality living conditions:**

- ❖ To identify marginalized women for women groups to implement project activities in different districts
- ❖ Conducted series of trainings of women groups on Gender and violence against women
- ❖ Implemented the module of REFLECT that helped women to develop their capability to critically analyze their own environment& issues directly affecting them
- ❖ Facilitated women for livelihood support program
- ❖ Conducted training of Police on Women protection laws and how to access justice
- ❖ Supported women to build their linkages with safety nets to access justice in the case of violence or any discrimination

### **Community Coordinator - Human Development Program**

*Aga Khan University*

*Nov 2005 to Nov 2008*

#### **Major responsibilities:**

- ❖ Provided technical assistance in developing results frameworks and logic models, creating, and/or updating M&E plans, identifying and operationalizing performance indicators and conducting data quality assessments.
- ❖ Assisted with developing data collection instruments, participated in data collection, analysis, and reporting.
- ❖ Participated in research, data analysis and learning activities for teams to ensure that performance monitoring data and information contribute to teams' learning and adaptive processes.
- ❖ Provided sessions to team on nutritional needs of women and girl child
- ❖ Provided awareness through trainings on the nutritional rights of women and children
- ❖ Provided guidance to field teams to collect and organize data of children 0-8 years for early childhood development activities and women's data for antenatal care.
- ❖ Conducted research of 5000 households on child injuries
- ❖ Established good working relationship with Local Health services providers to provide Immunization services to children and antenatal care to women.
- ❖ Provided supportive supervision to teams in conducting sessions on Early Childhood Development at community level with the support of LHWs.

### **Social Organizer**

*Human Development Foundation (HDF)*

*Sep 2003 to Oct 2005*

#### **Major responsibilities:**

- ❖ To form DO Development Organizations
- ❖ To conduct community trainings
- ❖ To facilitate and monitor the field staff.
- ❖ To establish coordination with community-based Organizations
- ❖ To facilitate teachers.
- ❖ To participate in trainings as a resource Person.
- ❖ To monitor the Qualitative & Quantitative impacts of program.
- ❖ To write Monthly, Quarterly reports & Event reporting.
- ❖ To conduct Seminars & health education session in community.
- ❖ To facilitate Project Coordinator.

#### **Training & W/Shops conducted:**

- ❖ Training on Family Planning and Birth Spacing
- ❖ Training on Reproductive Health Rights
- ❖ Training on Early child hood Development
- ❖ Training on balance diet
- ❖ Training on Organizational and financial development
- ❖ Community management skills training
- ❖ ToT on Reflect method of teaching
- ❖ Training on Gender and violence against women
- ❖ Training on Organizational Management
- ❖ Training on Human Rights
- ❖ Training on Conflict Resolution
- ❖ Training on Research, campaigning and Lobbying
- ❖ Training on Democracy and good Governance
- ❖ Training on Voluntary guidelines on the Responsible Governance of Tenure of Land, Fisheries and forests in the Context of National food Security
- ❖ Training conducted on Conflicts resolution and mediation process for Village Grievance Redressal Committees

#### **Training & W/Shops attended:**

- Three Days training on reproductive and Sexual Health Rights by Aahung
- Two Days training on Reproductive Health and Family Planning by Packard Foundation
- Two Days workshop on Democratic Governance, Social Justice and Civil society from 8<sup>th</sup> September to 10<sup>th</sup> September, 2013
- Training on Arsenic problem in Sindh by USAID from 15<sup>th</sup> to 17<sup>th</sup> November by Mehran University
- Two days Training workshop on Gender, IWRM and Role of women Water Professionals in Pakistan from 25 May to 26 May 2010
- Training on PRA by AKU on 18<sup>th</sup> April to 23<sup>rd</sup> April 2008
- Training on gender by SPO
- Training on inclusion and Disability by AKU from 20<sup>th</sup> October to 22<sup>nd</sup> October 2008
- Workshop on Parental Involvement by AKU from 2<sup>nd</sup> December to 4<sup>th</sup> December 2008
- Research Oriented workshop on Early child hood Development from 5<sup>th</sup> September to 7<sup>th</sup> September, 2007
- Two days' workshop on National Plan of Action for children at Hyderabad
- Twelve days' workshop on Community – Based Participatory Research from AKU from 14<sup>th</sup> June 2006 to 1<sup>st</sup> July 2006
- Training of trainers in community training (TOT) by HID from 19<sup>th</sup> Jan to 24<sup>th</sup> Jan 2004
- Training on Skills for successful Supervision from AKU on 26 Feb 2006



- Two days' workshop on Effective Communication by NILOT from 8th December to 10<sup>th</sup> December 2003
- Training workshop on Basic Social Mobilization by HDF from 11<sup>th</sup> October to 14<sup>th</sup> October 2004
- Tot on learning to listen, learning to teach by AKU from 29 August to 1<sup>st</sup> September 2006
- Participated in the training Program for Community based Early Childhood Development workers from 22<sup>nd</sup> November to 16<sup>th</sup> December 2005
- Procurement at FAO for Requisitioned
- 16 November 2021 – UNFAO Online Training Portal
- Letters of Agreement at FAO
- 15 November 2021 – UNFAO Online Training Portal
- FAO's Whistleblower Protection Policy
- 27 October 2020 – UNFAO Online Training Portal
- Ethics and Integrity at the United Nations
- 9 November 2020 – UNFAO Online Training Portal
- United Nations Course on Working Together Harmoniously
- October 2020 – UNFAO Online Training Portal
- Prevention of Fraud and Other Corrupt Practices
- 3 November 2020 – UNFAO Online Training Portal
- Protection from Sexual Exploitation and Abuse (PSEA)
- 28 October 2020 – UNFAO Online Training Portal
- Achieving Gender Equity in FAO's Work
- 27 October 2020 – UNFAO Online Training Portal
- BSAFE
- 1<sup>st</sup> September 2020 – UNDSS Online Training Portal
- Prevention of Harassment, Sexual Harassment and Abuse of Authority
- 27 September 2018 – UNFAO Online Training Portal

### **Core Competency**

- Experience in designing and implementing project activities
- Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication
- Knowledge related to Social Safety Nets Programs in Pakistan & Sindh
- Ability to design data collection, conducting surveys and FGDs
- Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions
- Strong Analytical and report writing skills

### **Languages:**

English, Urdu and Sindhi

### **References**

Will be furnished upon requirement

